

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT #

09-553A

OPEN PERIOD:

10/27/2009 – 11/26/2009

JOB TITLE:

Flight Services Specialist

PAY GRADE AND SERIES:

GS-2101-09

PAY RANGE:

\$46,625 - \$60,612

POSITION LOCATION:

Fresno, CA.

APPOINTMENT TYPE: PERMANENT - DUAL STATUS

PDCN #: 80312000

Security Clearance Required:

Secret

AREA OF CONSIDERATION: CURRENT CNG MEMBERS/TECHNICIAN

Military grade of E-6.

Compatible Military Grade Assignment: AFSC 1C7XX

Key Requirements:

THIS IS A PERMANENT POSITION

Position is located in Airfield Management/Flight Services Branch which is responsible for coordinating and maintaining liaison with military, federal, and local agencies concerning airspace utilization, flying operations, aircraft emergencies, search and rescue operations, and natural disasters. This full- performance level position provides direct support to unit and other military and civilian aircrews during scheduled and unscheduled flying and ground activities. The incumbent works independently on standard and extended and/or rotating shifts to provide aircrews with information and assistance necessary for planning and conducting safe flight operations.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) is NOT authorized, based on a determination that PCS move IS NOT in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience, education, or training which demonstrates the ability to interpret, explain, and/or apply a variety of regulations and procedures.

Flight Services Specialist GS-2101-09: Must have 24 months specialized experience in critiquing, correcting and filing both domestic, military and CONUS/International Civil Aviation (ICAO) flight plans; experience performing airfield safety inspections; experience preparing and issuing Notice to Airmen (NOTAM) and Pilot Reported Reports (PIREPS); experience communicating and operating UHF, VHF and FM radios, and have experience in the full spectrum of Base Operations and Airfield Management.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of rules, regulations and policies governing ICAO and military flight plan procedures.
2. Knowledge of necessary flight information pertinent to planning, routing and filing of flight plans.
3. Knowledge of local Federal Aviation Administration (FAA), Military and local Airport regulations effecting safety of flight.
4. Skill to apply existing regulations and guidelines to submit flight plans for evaluation and correction prior to submission.
5. Skill in gathering pertinent weather, (NOTAM) Safety of Flight Information.
6. Ability to perform Airfield Safety checks of both Air National Guard and Civil facilities.
7. Ability to communicate orally and with UHF/VHF/FM radios to aircrews.

8. Ability to formulate and submit NOTAMs regarding airfield facilities, services and safety of flight.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable
- Miscellaneous Items (i.e., Flight Records, Bar Certification), if applicable
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), if applicable
- SF 181, Ethnicity and Race Identification Form (optional)

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

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